

JOB TITLE: Water Quality Team Leader

DEPARTMENT: Water Quality

REPORTS TO: Manager Water Quality & Stores Department.

Liaison with

Internal: Water Quality & Stores Manager, Honiara Network Team Leader, Provincial Team Leader, Electrical & Mechanical Team Leader, Finance Team, and the Corporate Services Team.

External: Suppliers, Customers and government key stake holders

PURPOSE AND SCOPE OF THE POSITION

To optimize performance of the Water Quality team through effective leadership and management of the section's people, processes, tools and systems and effective implementation of the department's processes, tools and systems to ensure successful achievement of strategic, annual, monthly and project objectives and targets of the Section.

MAIN DUTIES PERFORMED/RESPONSIBILITIES

LEADERSHIP COMPETENCIES

- On-going coaching and mentoring of the water quality team based on performance and role requirements to deliver optimum results from the Team.
- Demonstrate and set high standards of discipline and professional standards within water quality section
- Effective setting of direction, focus and clarity for the water quality section through the timely development of individual performance objectives, monthly and annual work plans.
- Develop and grow a culture of high performance and teamwork within the water quality team through on-going motivation and holding the water quality team accountable for delivery of objectives and targeted outcomes.
- Develop, maintain and continuously improve a culture of teamwork through setting clear understanding of individual roles and objectives, how the individual roles and objectives are inter-related and inter-dependent and more importantly the importance of delivering team results.
- Develop, maintain and continuously improve a clear LINE OF SIGHT for all employees within the section by creating alignment of individual role and objectives to department roles and objectives, to Operations Divisional roles and objectives and finally to Solomon Water's Vision, Mission Statement and Strategic goals and objectives

MANAGEMENT

- Supervision of the water quality team including the recruitment process, staff reporting, leave approval, job descriptions; learning and development and facilitating relevant processes.
- Ensure that the water quality section is running at optimum efficiency and effectiveness through regular planning, review and improvement of work plans and performance.
- Ensure that the performance management process is effective through conducting regular periodic reviews and undertaking corrective actions in a proactive manner.
- Ensure that costs and expenses are; planned properly through driving the budget preparations for

technical engineering, expensed and controlled to agreed budget tolerance through monthly budget reviews and annual budget planning process.

- Ensure effective field crew set up, monitoring and equipping with proper and correct tools and personal protective equipment through proper and complete implementation of the crew scheduling process, tools management process and the uniform and personal protective equipment management process.
- Ensure delivery of targeted results through the effective planning, delegation, monitoring of daily, weekly and monthly work plans.
- Ensure correct and accurate reporting of the water quality KPI dashboard reports through effective checking and controlling of the water quality database process.
- Ensure that project objectives and outcomes are delivered to specifications and on-time-in-full with speed, accuracy and integrity through employing a proper project management planning, implementation and reviewing process.
- Effectively check and control the planning and reviewing process through the weekly and monthly meeting process for water quality section.
- Promote and drive occupational health and safety to ensure that staff understands safety requirements; use of safety equipment and clothing; safety assessments; incident management.

TECHNICAL AND OPERATIONAL

- Develop and present the weekly water quality update and monthly operations report for the monthly Operations Planning and Review Meeting through the KPI Dashboard reporting process.
- Conduct the daily and weekly work planning and performance reviews for the water quality team.
- Effectively coordinate the water sample collection process to ensure daily test and analysis of water quality is done as per the stipulated procedures and guidelines.
- Manage and implement time keeping policy for the Water Quality Team.
- Manage and implement the work safety policy.
- Actively participate in the weekly and monthly operations planning and review meetings.
- Support the Water Quality and Stores Manager in providing reports and data for Operations reporting in Board Meetings, Management Meetings and any mandated meetings with other key stakeholders.
- Participate in Corporate Planning; Annual Work Plan; policy development; Reporting against KPI statistics; monitoring & evaluation.

RELATIONSHIP AND NETWORKING

- Act as a link between the various departments and sections within the Operations Division.
- Network and liaise across Operations, Finance, Human Resources Divisional areas including management and administration on Work Analysis and Reviews, Capacity Building, Special Projects and other mandated Solomon Water activities.
- Liaise with other departments and provide advice on water production, water supply durations and intermittent supply plans and requirements.
- Proactively support teamwork across departments within the Operations Division and Solomon Water as a whole.

SELECTION CRITERIAS

- Demonstrated leadership and management competencies in leading and managing Quality Control Department.
- Demonstrated technical competencies in water quality analysis and reporting.
- Demonstrated ability in planning, monitoring and evaluation of work plans to achieve targeted objectives and results.
- Demonstrated competencies in small scale project management (planning and implementation management).
- A proven understanding of working in a policy environment to deliver against expected outcomes.
- Proven experience in team work both as a leader and a team member and the ability to develop effective teamwork.
- Demonstrated competencies in coaching and mentoring of direct and in-direct reports to facilitate professional growth and improved individual performance against any delegated task and role requirements.
- Ability to work in a high pressure environment with proven skills in withstanding pressures.
- Commands excellent communications skills in both written and oral and well-developed negotiations skills set.

QUALIFICATION

Degree in Biology, Chemistry, Environmental Science or any related field.

EXPERIENCE

Minimum of 5 years working experience working in a similar Quality Control role or working in a similar leadership, management and technical positions in the water industry, the private sector or public service sector.

SKILLS/COMPETENCIES

Technical skills/Competencies

- Process design, monitoring, evaluation and analytical skills
- Report writing and analytical reviews of reports
- Risk identification, analysis and mitigation management.
- Work scheduling and planning
- Problem solving and analytical
- Water Quality Systems operations and maintenance.
- Inventory stock control and replenishment.
- KPI Dashboard reviews and improvement planning
- Annual work plan and budget planning and expense control

Leadership and Management Skills/Competencies

- Coaching and mentoring
- Executive Management
- Change Management
- People Performance Management.
- Communications, Presentation and Negotiations.
- Conflict resolutions
- Strategy Setting, planning, implementation and reviews.

- Continuous Improvement Culture
- High Performance Culture.
- Solomon Water Vision and Mission Statement
- Solomon Water Ways

DESIRABLE

- Driver's License
- Health & Safety Training
- Laboratory Management
- Procurement of Laboratory reagents/ chemicals and equipment from both local and overseas suppliers
- Knowledgeable about WHO Water Quality Standards
- Practical skills in water quality test and analysis and water quality monitoring
- Data analysis and management.